



## New User Online Training To-Do List

Your journey begins here: <http://hmismn.org/basic-user-training-registration>! Complete steps in order.  
Have questions along the way? Contact an HMIS trainer at [MNHMIS@icalliances.org](mailto:MNHMIS@icalliances.org).



Videos



Exercises



Registration and Evaluation



Wait for communication from a trainer

### Outline of Training Steps 5 - 7 hours total (Times are approximate)

#### Step 1 Pre-Registration 1+ hour total

- 1.1 Review this To-Do List and our [Training Policies](#). 10 minutes
- 1.2 Watch [HMIS Fundamentals \(Foundations 111\)](#). 52 minutes

#### Step 2 Registration <30 minutes total

- 2.1 [Complete registration online](#) with your supervisor or agency administrator to confirm you are providing the most up-to-date information. For a hard copy of registration, click [here](#). You should receive an automated email immediately upon registration with a password to access the remainder of the training materials on the [New User Training Site](#). <30 minutes
- 2.2 **We'll email you a username and password to the ServicePoint Training Site within 2 business days.** You need a [ServicePoint Training Site](#) login to complete the Data Entry Exercise and Funder Specific Exercise. You can start watching your training videos on the [New User Training Site](#) before receiving your username and password to the [ServicePoint Training Site](#).

#### Step 3 Watch Core Videos 3+ hours total

- 3.1 Watch [ClientPoint Module – Entry/Exit \(Data Entry 121\)](#).
- 3.2 Watch [Universal and Common Data Elements \(Foundations 115\)](#).
- 3.3 Complete the [Data Entry Exercise](#) using the [ServicePoint Training Site](#). <1 hour
- 3.4 Check your own work using the [Data Entry Exercise – Answer Video](#) and make appropriate changes. Write down your client ID # as you'll use this in Steps 4.3 and 5.1. <40 min
- 3.5 Watch [ServicePoint and Advanced Reporting Tool \(ART\) Reports \(Reports 161\)](#). 18 minutes

#### Step 4 Watch Program Specific Videos Time requirement varies

- 4.1 Determine which funder/program specific videos are required for you. Use your responses to question 4d “For which funding sources will you be entering data and/or running reports?” in the New User Registration form (a copy of your responses is in the email you received after registering for New User Training) to determine which funder/program specific videos you should watch. <5 minutes
- 4.2 Watch all [funder/program specific videos](#) that apply to your data entry or reporting. Time varies
- 4.3 Complete the [Funder Specific Exercise](#) using the [ServicePoint Training Site](#). <1 hour
- 4.4 ShelterPoint – If you will be using ShelterPoint, watch all [ShelterPoint videos](#) that apply to your data entry or reporting. Time varies

#### Step 5 Training Completion <1 hour total

- 5.1 Sign up for the MN HMIS Newsletter at <http://eepurl.com/b4VFTv>.
- 5.2 Complete the [Training Completion Form](#). This includes the HMIS User Policy and Online Training Evaluation. 30 minutes
- 5.3 You are almost done with New User Online Training! **Once an HMIS trainer has reviewed your Data Entry Exercise and Funder Specific Exercise, you'll receive your login to Minnesota's HMIS within 2 business days.**